

Instructions for Online Statements

Go to: <https://access.usbank.com/>

Log on: short name **stofco** / user id / password

Left Menu: choose **Account Information**

View Account Statement: Choose ONE of the following & SEARCH for Account #:

Cardholder Account Statement (**search by:** Account # / SSN / Name)

Managing Account Statement (**search by:** Managing Account # / Name / Company #)

Diversion Account Statement (**search by:** Diversion Account # / Name / Company #)

Select Billing Cycle: Drop down menu provides statement options

Click: View Statement

Make sure "Pop-up" Blocker is NOT enabled

Central Bill Accounts

Cardholder Statement: If you want to check on a specific account then you would choose this option and put in the account or card number. **PLEASE NOTE:** If you use this option for checking a centrally billed account such as Central Travel (aka Event) or CTS this will be a memo bill only it will show activity for this account alone but it was also say that no amount is due.

Managing Statement: Usually will never work when pulling statements if you want to check the main central bill statement use Diversion Statement instead.

Diversion Statement: Is the statement that you will want to use if you want to see the full and complete statement for centrally billed accounts, this also the statement you will have to use if you are going to submit payment. If you do not know what the diversion account number is please search by company number or you can check a previous statement.